U2005.2 Upgrade Documentation
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Menu 1 Order Entry

Material Safety Data Sheets - New Options for Order Entry
This new program will, depending on your parameter setting, either notify the user that a product requires an MSDS sheet, notify the user AND give them the option to print the MSDS, just automatically print the MSDS without any notification, or do nothing at all.
There are four steps to get setup with this new program:

Step 1: Obtain the electronic (.pdf) versions of MSDS's.
Step 2: Assign a person the task of maintaining MSDS's on the server when they are updated or when new MSDS's are available.
Step 3: Set Parameter in 35.1
Step 4: Learn how this new option works in Order Entry

New Standard Pack (SP) Display
The Standard Pack (SP) for an item is now being displayed in Order Entry to the right of the AVAIL Qty.
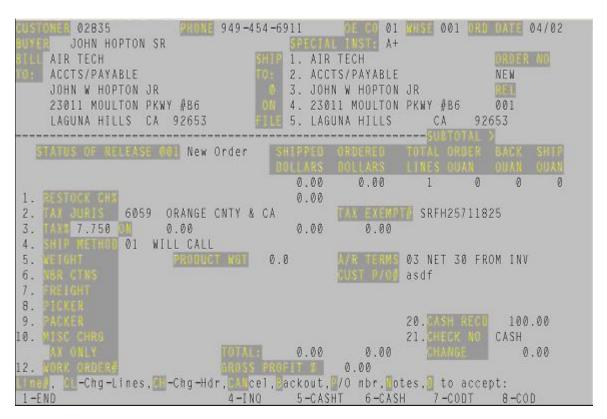
Collecting A/R Money at the Counter

Use invoicing procedures to collect money from customers paid at the counter for prior day's invoices.
Use menu 1.2, enter customer number and fill in header information.

```
CUSTOMER 02835         PHONE 949-454-6911        OE CO 01 WHSE 001 ORD DT04/02/05
BUYER    JOHN HOPTON SR               SPECIAL INST: A+
BILL AIR TECH                    SHIP 1. AIR TECH                    ORDER NO
TO:  ACCTS/PAYABLE               TO:  2. ACCTS/PAYABLE                   167581
     JOHN W HOPTON JR            0    3. JOHN W HOPTON JR              REL
     23011 MOULTON PKWY #B6      ON   4. 23011 MOULTON PKWY #B6           001
     LAGUNA HILLS  CA  92653     FILE 5. LAGUNA HILLS      CA    92653
=================================================================SUBTOTAL >        0.00
    --ITEM NUMBER--  --------QUANTITIES--------  --------PRICING----------------------
LN    DESCRIPTION    ORDER INVCD  PICK    B/O    PRICE DISC%      DPRICE  TX PH RT
001 M
    Money received on account of $100 by John Hopton




Line#, Hdr, Add, INSert, ^-Scrl-up, V-scrl-dn, Backout, Notes, 0 to accept:_
  1-END                          4-INQ    5-CASHT   6-CASH    7-CODT    8-COD
```

```
CUSTOMER 02835         PHONE 949-454-6911        OE CO 01 WHSE 001 ORD DATE 04/02
BUYER    JOHN HOPTON SR               SPECIAL INST: A+
BILL AIR TECH                    SHIP 1. AIR TECH                    ORDER NO
TO:  ACCTS/PAYABLE               TO:  2. ACCTS/PAYABLE                   NEW
     JOHN W HOPTON JR            0    3. JOHN W HOPTON JR              REL
     23011 MOULTON PKWY #B6      ON   4. 23011 MOULTON PKWY #B6           001
     LAGUNA HILLS  CA  92653     FILE 5. LAGUNA HILLS      CA    92653
-----------------------------------------------------------------SUBTOTAL >
STATUS OF RELEASE 001 New Order      SHIPPED  ORDERED  TOTAL ORDER  BACK  SHIP
                                     DOLLARS  DOLLARS  LINES QUAN   QUAN  QUAN
                                       0.00     0.00     1      0      0     0
 1. RESTOCK CH%                        0.00
 2. TAX JURIS    6059  ORANGE CNTY & CA           TAX EXEMPT# SRFH25711825
 3. TAX% 7.750 ON      0.00            0.00        0.00
 4. SHIP METHOD 01  WILL CALL
 5. WEIGHT           PRODUCT WGT  0.0             A/R TERMS 03 NET 30 FROM INV
 6. NBR CTNS                                      CUST P/O# asdf
 7. FREIGHT
 8. PICKER
 9. PACKER                                   20. CASH RECD    100.00
10. MISC CHRG                                21. CHECK NO  CASH
    TAX ONLY            TOTAL:     0.00    0.00    CHANGE           0.00
12. WORK ORDER#         GROSS PROFIT %     0.00
Line#, CL-Chg-Lines, CH-Chg-Hdr, CANcel, Backout, P/O nbr, Notes, 0 to accept:
  1-END                          4-INQ    5-CASHT   6-CASH    7-CODT    8-COD
```

3

Next enter a memo line. Enter the money received and type of payment received. AR money can be taken in the form of cash, check or credit card. Coding is in place to automatically zero out the change given on those pick tickets without detail lines. Once you finalize the pick ticket, the money will show as cash on account (O/A) for that customer (must run through EOD first). Money will show up on the daily cash report and will be deposited with the cash drawer.   A report -EOD Unapplied Cash Listing, will be generated with EOD which show all money received in this way. AR department will need to use this report to apply cash to invoices in 4.1.1 as a zero batch the next day. EOD report 01-170 -EOD Unapplied Cash Listing, can be edited through menu 16.

Also included on the new EOD Unapplied Cash Listing report (01-170), any payments that are included on the report will also post to the last payment date and last payment amount fields. The impact of this will be visible on any current and future unapplied cash transaction.

Menu 1.36 - Email Invoice - No Linux Server

Users can now email invoices to customers, for stores currently not on Signature Capture. Enter release number or invoice number (11-digit). Enter an email address to send the invoice to or return for the customer's email address listed in Menu 12.2.2.2, field 17.

If an email address is entered in Menu 12.2.2.2, field 17 invoices will automatically be emailed during EOD.

Printing Bar Codes on Pick Tickets using a Laser Printer

The ability to print bar codes on a pick ticket using a laser printer is now available. Please follow these guidelines:
   1.   You must have one of the following compatible printers.

Scalable 3 of 9/OCR-B data sheet	
Product number	Applicable HP Printers
36596DT #0W1 (DIMM) (contains OCR-B, not OCR-A)	HP LaserJet 2100, 2500, 4000, 4100, 4200, 4300, 4500, 4600, 5000, 5100, 5500, 8000, 8100, 8500, 9000 & 9500 series with DIMM slots
36596CT #0W1 (Reverse-Bit DIMM) (contains OCR-B, not OCR-A)	HP LaserJet 1200, 1300, 2200, 2300, 3200 & 3300 series
36596FT #0W1 (Flash Memory Card) (contains OCR-	HP LaserJet 2400 series, 4250, 4345mfp, 4350, 4650, 5550, 9040, 9040mfp, 9050, 9050mfp & 9500mfp

B, not OCR-A)

2. If you have one of these printers then you must purchase a memory card. Call HP at (661) 257-5571 and tell them what kind of printer you have.
3. Install the memory card (HP will provide directions on how to install).
4. Once the memory card is installed open a job on the Database Support Desk. Indicate that you need the code for bar codes to print on pick tickets using a laser printer.

The New Laser Invoice is now available for use.

This new form cleared up the following issues:
- Invoice No Print option was not creating the .PDF file at EOD, therefore invoices were not getting faxed or emailed as they should. This is now resolved if you use the new invoice.
- Speed of printing at remote stores is now resolved with the new invoice because there is no watermark and no large images to print (The logo on this example invoice will not be on the counter printed copy of the invoice, it only shows up when it is regenerated at EOD and emailed, faxed or reprinted.)

There are a few key pieces of the new invoice that are parameter controlled (Numbers correspond to numbered items on example invoice below.)

The branch locations are controlled in Menu 35.14, field 1:
1. BRANCH LOCATIONS (SEPARATE BY ',') 04,02,03,01,05,06,07,08
2. The Web Address that is displayed is entered in Menu 35.12, screen 2, field 7. If left blank, it will default to www.johnstonesupply.com.
   WEB ADDRESS TO PRINT ON NEW FORMS
3. To display "For All Accounting/Billing Inquiries, please call ###-###-####" use Menu 35.14, field 7.
   REMIT-TO PHONE NUMBER ###-###-#### -
4. Menu 35.12, field 19 controls the Watermark on the old invoice, but controls the invoice type display on the new invoice, this is not a watermark on the new invoice
   WATERMARK TO PRINT ON FORM   1 = YES, 2 = BOLD, 3 = NO -
   1 = Do not use this option on the new invoice - this is for the old invoice only.
   2 = Will print any of the following in bold: INVOICE, Credit Memo, Packing List, or Cash Invoice.
   3 = Will print ONLY either Invoice or Credit Memo in bold.
5. The Remit To is controlled by Menu 35.12, fields 11 - 14
   11. Remit to Name
   12. Remit to Addr1
   13. Remit to Addr2
   14. Remit to City-St-Zip
6. To begin using the new invoice form, use Menu 35.12, field 4 on screen 2 and enter a 'Y'
   4. PRINT USING UPDATED LASER FORMS   Y

Branch Locations

HARAHAN	BATON ROUGE
1400 EDWARDS AVE.	11030 COURSEY BLVD.
HARAHAN LA 70123-2251	BATON ROUGE LA 70816
504-733-1495	225-295-7019

1

JOHNSTONE SUPPLY

11030 COURSEY BLVD.
BATON ROUGE, LA 70816
Phone:225-295-7019
Fax:225-295-0161
Web: www.johnstonesupply.com

2

3

For All Account/Billing Inquiries Please Call 504-733-1495

SOLD TO:

A & K HTG &A/C INC(E)
225-275-2999 oo CK,AP.
31079 DUNN RD.
DENHAM SPRINGS LA 70726-8521

SHIP TO:

HIGHLAND CLUB CONDOS
BUILDING B

Invoice Date	Invoice #
08/03/05	321001
Total Amount Due	**PG#**
1255.90	1

Remit To:
Johnstone Supply
P.O. BOX 23716
Harahan LA 70183

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INVOICE

4

Order Date	Customer Number	Customer P.O.	Sales Person
08/02/05	20001	HIGHLAND CLUB CONDOS B	KARL *BRANDON
Order Number	**Shipped VIA**	**Ordered By**	**TERMS**
02-278725-001	BRANDON DELIVER	JAROD	NET 10TH FOLL PURCH

Item	Johnstone Product Number	Quantity ORD	Quantity SHIP	Quantity B/O	Item Description	Each Price	Unit Price	Amount
1	502-6X14X8	14	14	0	502M-14X6X8 INSLATED BOX	7.79	6.58	92.12
2	502-4X8X5	10	10	0	502M-8X4-5 INS. BOX	7.15	7.15	71.50
3	502-10X10X8	3	3	0	502M-10X10X8 INSLATED BOX	8.63	6.71	20.13
4	502-6X10X6	2	2	0	502M-10X6X6 INSLATED BOX	6.89	5.32	10.64
5	502-10X10X7	1	1	0	502M-10X10X7 INSULTD BX	8.63	8.28	8.28
6	265-9X8	8	8	0	265 METAL REDUCER	5.77	2.95	23.60
7	276-12X10X10	1	1	0	276 12X10X10 MTL Y	25.34	10.25	10.25
8	265-10X9	1	1	0	265 METAL REDUCER	5.06	3.01	3.01
9	276-10X8X7	1	1	0	276 10X8X7 WYE	8.11	8.11	8.11
10	265-7X6	1	1	0	265 METAL REDUCER	5.33	2.42	2.42
11	276-10X8X8	1	1	0	276 10X8X8 MTL WYE	8.09	7.97	7.97
12	895-7X5X5	1	1	0	577 TRIANGLE WYE	18.02	18.02	18.02
13	405-D5	1	1	0	310 ST.COL MTL W/D	3.74	3.74	3.74
14	405-D6	1	1	0	310 ST.COL MTL W/D	3.33	2.47	2.47
15	405-D7	8	8	0	310 ST.COL MTL W/D	3.64	2.56	20.64
16	405-D8	8	8	0	310 ST.COL MTL W/D	4.42	2.52	20.16

** CONTINUED ON NEXT PAGE **

.PLEASE NOTE: ALL RETURNED MERCHANDISE IS SUBJECT TO A 15% REST(
CHARGE OF 1 1/2% PER MONTH, ANNUAL

Branch Locations

HARAHAN	BATON ROUGE
1400 EDWARDS AVE.	11030 COURSEY BLVD.
HARAHAN LA 70123-2251	BATON ROUGE LA 70816
504-733-1495	225-295-7019

JOHNSTONE SUPPLY

11030 COURSEY BLVD.
BATON ROUGE, LA 70816
Phone:225-295-7019
Fax:225-295-0161
Web: www.johnstonesupply.com

For All Account/Billing Inquiries Please Call 504-733-1495

SOLD TO:

A & K HTG &A/C INC(E)
225-275-2999 oo CK,AP.
31079 DUNN RD.
DENHAM SPRINGS LA 70726-8521

SHIP TO:

HIGHLAND CLUB CONDOS
BUILDING B

Invoice Date	Invoice #
08/03/05	321001
Total Amount Due	**PG#**
1255.90	2

Remit To:
Johnstone Supply
P.O. BOX 23716
Harahan LA 70183

INVOICE

Order Date	Customer Number	Customer P.O.	Sales Person
08/02/05	20001	HIGHLAND CLUB CONDOS B	KARL *BRANDON
Order Number	**Shipped VIA**	**Ordered By**	**TERMS**
02-278725-001	BRANDON DELIVER	JAROD	NET 10TH FOLL PURCH

Item	Johnstone Product Number	Quantity ORD	Quantity SHIP	Quantity B/O	Item Description	Each Price	Unit Price	Amount
17	405-D9	6	6	0	310 ST.COL MTL W/D	4.50	3.34	10.40
18	405-D10	3	3	0	310 ST.COL MTL W/D	8.76	3.40	10.20
19	405-D12	1	1	0	310 ST. COL METAL W/D	8.85	4.33	4.33
20	R94-206	8	8	0	740 R4.2 7"FLX DUCT	21.14	19.80	158.40
21	R94-204	8	8	0	540 R4.2 5"FLX DUCT	17.34	14.80	118.40
22	R94-205	2	2	0	640 R4.2 6"FLX DUCT	18.25	17.95	35.10
23	R94-207	10	10	0	840 R4.2 8"FLX DUCT	23.40	22.04	220.40
24	R94-208	7	7	0	940 R4.2 9"FLX DUCT	28.30	23.01	161.07
25	R94-209	3	3	0	1040 R4.2 10"FLX DUCT	29.94	26.95	78.85
26	R94-210	1	1	0	1240 R4.2 F12"FLX DUCT	34.43	32.70	32.70

Tax Rate	Tax Amount	Total Tax	Core Total	MISC Charges	Merchandise Total
9.000%	$1152.20	$103.70	$0.00		$1152.20
Tax Number	**Units Shipped**	**Freight**	**MDSE Discount**		**TOTAL AMOUNT DUE**
	111		$0.00		$1255.90

Cash: $_____.__
Check #: _____
Change: _____

Remit To:
Johnstone Supply
P.O. BOX 23716
Harahan LA 70183

Signed By: JAROD 10.12.18 03 Aug 2005

PLEASE NOTE: ALL RETURNED MERCHANDISE IS SUBJECT TO A 15% RESTOCKING CHARGE. A FINANCE CHARGE OF 1 1/2% PER MONTH, ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ALL PAST DUE ACCOUNTS.

6

Menu 1.20 – Signature Capture Menu

Menu 1.20.6 Print Invoices by Date by Customer

Will print Non-cash Signature Capture Invoices, for a date range, for either a select customer or ALL customers. This report will only be able to print invoices back as far as your live release file allows, (m-28.0.1 #6- Release.Hist). This will take several minutes to run.

Menu 4 - Accounts Receivable

Menu 4.1.2 - A/R Adjustment Entry
As of the U2005.2 release users are no longer allowed to adjust the Trans Type Field in AR adjustments
Accounts Receivable

Menu 4.1.3 - AR Posting
A prompt has been added which alerts the user for a need to do a journal entry to accompany any Misc. AR postings.

Menu 4.1.9 - Credit Manager Inquiry
The following functionality has been added with the U2005.2 release:
- Additional fields have been added to the header of Menu 4.1.9: Customer ABC Ranking, Tax Jurisdiction and YTD Sales
- When emailing an invoice in Menu 4.1.9, Signature Capture users now have the ability to send a special message with the emailed invoice.
- Users can now access the credit card maintenance screen by entering "CC" at the third screen that displays the Aging Buckets.
- Parameter 35.6, screen 2, field 20 - If option '1' is selected the user will be taken to the next screen in Menu 4.1.9. If option '2' is selected, in menu 4.1.9 totals will be displayed. Option '2' is the default setting.

Aging Buckets

Users can chose whether their system ages based on invoice date, due date or as is (from end of month). This will be parameter driven and will affect the aging buckets in 4.1.9 and aging reports.

To select your aging method, go to Menu-35.6, screen 2, field 18.
Age by: 1)Month-end 2)Due.Dt 3)Inv.Dt

1. Month-end - same aging calculation as before, credits will age against overdue balances.
2. Due Date – invoices will age based on the number of days past the due date.
3. Invoice Date – Aging will be based on the number of days since the invoice was run.
    Note: If this parameter is not updated - everything will continue as normal

You may change the parameter daily to see which method best serves your needs; however, it will need to run through an EOD before you'll see the change in aging.

Menu 4.1.10 - This is a non-functional menu path and has been deleted

Menu 4.1.13 Search AR History by Check #
Menu 4.1.13 can now be used to view a listing of invoices paid with a particular check for a particular customer.

```
Search thru Accounts Receivable for an Invoice

Enter check number ?123456

Do you want a Hard Copy (Y/<Enter>) ?_
```

Menu 4.4.4 - Dunning Letter Form Print
As of the U2005.2 release users are now prompted for the name that should print below the signature line on the Dunning letters.

AR EOM Adjustment Report
The EOM-AR Adjustment Report has an additional column – Tax Jurisdiction. This will be especially helpful for those invoices with sales tax adjustments. This is EOM paperless report number 01-128.

Menu 5 - Pricing
Menu 5.1 - Product File Maintenance
Any changes made in Menu 5.1 after the U2005.2 upgrade or Stock Status "PB", will show as a price change in stock status after EOD is run.

Menu 8 - Inventory Controls
Menu 8.4A - Inventory Adjustment Report
The Inventory Adjustment report is now an EOM report which lists all the stock adjustments made for the month. It is maintained as EOM paperless report 01-126.

Modified for FT (File Transfer) to import into Excel
When running the Inventory Adjustment Report it will now be in individual columns for Excel-friendly importing.
Previously, the report had the information on two lines and looked like Figure 1, which was not easily imported into Excel.
(Figure 1)

```
11 Jun 2005          INVENTORY ADJUSTMENT REGISTER          PAGE     1
                     06/01/05   THRU   06/15/05
WHSE REASON...... A.PROD.NO... PROD.DESC.......... DATE.... BAL.BEF. QTY...
BAL.AFT. COST...... EXT.COST.... OPER.NAME...
 001 STANDARDIZE  AUI-AC7812   AC7812 7/8 X 1/2 X 6 06/09/05      426       2
428       1.176       2.352 Donnie
 001 STANDARDIZE  AUI-AC7838   AC7838 7/8 X 3/8 X 6 06/09/05      552       2
554       0.798       1.596 Donnie
```

Now the report looks like Figure 2 and will easily import into Excel.

(Figure 2)

```
011 Jun 2005        INVENTORY ADJUSTMENT REGISTER        PAGE    1
                    06/01/05  THRU  06/15/05

WHSE REASON...... A.PROD.NO...    PROD.DESC.......... DATE.... BAL.BEF. QTY... BAL.AFT. COST...... EXT.COST.... OPER.NAME....

001 STANDARDIZE  AUI-AC7812    AC7812 7/8 X 1/2 X 6 06/09/05    426      2      428    1.176        2.352 Donnie Meadow
001 STANDARDIZE  AUI-AC7838    AC7838 7/8 X 3/8 X 6 06/09/05    552      2      554    0.798        1.596 Donnie Meadow
001 STANDARDIZE  B92-127       6Rx038078 6'x7/8"x3/ 06/09/05      2     -2        0    0.893       -1.786 Donnie Meadow
001 STANDARDIZE  B92-133       6Rx048068 6'x3/4"x1/ 06/06/05    -45     45        0    1.211       54.495 LISA MUNGER
001 STANDARDIZE  B92-134       6Rx048078 6'x7/8"x1/ 06/09/05      2     -2        0    1.310       -2.620 Donnie Meadow
001 STANDARDIZE  B92-135       6Rx048118 6'x1-1/8"x 06/08/05     -1      1        0    1.470        1.470 LISA MUNGER
001 STANDARDIZE  B92-136       6Rx048138 6'x1-3/8"x 06/06/05     -1      1        0    1.726        1.726 LISA MUNGER

    ***                                                                 47                          57.233

001 DAMAGED MERC PRE-PRP65S241  PRP65S2412 12x24x12  06/02/05      2     -2        0   24.620      -49.240 Quentin Dicke

    ***                                                                 -2                         -49.240

001 KEYPUNCH ERR H93-045ME      ME24-50 - CYLINDER   06/02/05     -1      1        0   35.000       35.000 Barbara Hende
001 KEYPUNCH ERR H93-045MN      H93-045MN - MED. NIT 06/02/05     -1      1        0    8.500        8.500 Barbara Hende
001 KEYPUNCH ERR X89-839        2SHE1871 SHUTMNTEXHS 06/03/05      4     -1        3  119.450     -119.450 LISA MUNGER

    ***  |                                                               1                         -75.950

001 BILLING ERRO L86-273        HK10-1 HEAT KIT      06/02/05     49     -1       48   42.426      -42.426 Hank Henderson
001 BILLING ERRO L86-504        HKR-10 ELEC HEAT KIT 06/02/05    118      1      119   22.943       22.943 Hank Henderson

    ***                                                                  0                         -19.483
```

Menu 11 - Sales Analysis

Menu 11.4.20 - Vendor Sales Inquiry (Sales.Vend)

View Vendor Sale Totals

1. Enter Company number
2. Enter Vendor number
3. Select to report on This Year or Last Year totals

Menu 11.4.21 - Combine Product Sales
Allows users to combine a new part number and an old part number's sales information. The ROP will calculate on that product based on the combined sales.

Menu 12 - File Maintenance

Menu 12.10 - Port Control
If there is a printer number in the LABEL column, all the bar code label print programs will now use this printer number instead of the default printer by company in Menu 34.9. However, the column is left blank Menu 34.9 will determine the printer location.
Code is now available to speed up label printing if you're using a new label printer (model 2722, 2842 or newer). To receive this code, open a job on the Support Desk. If you're on a older label printer (model 2022, 2042) then this code is not compatible with your printer.

Menu 12.2 - Customer Files

Menu 12.1.18 - ROP Password Maintenance
Menu 12.1.18 is where users setup the password to get authorization to make ROP changes in Menu 12.3.2.3, field 3 and Menu 27.5, field 5.

Menu 12.2.11 - Terms Code Maintenance
Terms code NC - Cash - No Checks, has been added to everyone's system which, when attached to customers, will not allow counter salesman to enter a check number. Also, NC will automatically be added to menu 35.1, field 7 for cash received. Cash or credit cards are only the methods of payments accepted for this customer.

12.2.13 Ship Method Maintenance
Add, edit or delete the shipping method code. There is not a limit to the number of shipping methods that can be created.
1. Enter your operator initials.
2. Enter a shipping method code number.
3. Enter a description.
4. Select a type (1=Counter, 2=Delivery, 3=Ship).
    - A prompt to update Company record Will Call Ship Method, (Y/<CR>) will display if the Ship Type selected is "1"- Counter.
    - The system will also prompt for the specific company number to update.

Use menu 12.2.33. Ship Method Maintenance List to print a complete listing of shipping methods.

Menu 12.3 - Product Files

Menu 12.3.2.3 Product Detail Maintenance
Menu 12.3.2.3, field 3 (ROP) - is now password protected, re-order points can only be changed with authorization. The system will prompt users to "Enter Password to Maintain ROP"
The password is set in Menu 12.1.18.

Menu 12.3.35 - List of Possible Duplicate Items
This report replaces the Galaxy report on your system.
This report will list "potential" duplicate items based on the vendor description.

Menu 13 - Accounts Payable

Menu 13.2.8 - Bank Activity Report
Menu 13.2.8 has been revised so as to prompt for bank first and not limit input by company. Report will display the same information in the same format but will be company driven. Starting balance for the report will be based on the cash account balance from the last general ledger close. Stores that do not use the general ledger component of the system will need to have DST hardcode their January 1, balance each year and the report will populate from there.

Menu 13.20.2 - Purchase Order Receipts Update to A/P
1. As of U2005.2 when merchandising invoices are being entered in Menu 13.20.2, when the message "No Open PO Receipts" appears the user will be sent back to the Vendor Number prompt to reenter another vendor instead of being kicked out of the batch entirely.
2. Receivers can be pulled for other companies when vouchering if they are set for AP cross-pointing. For instance, a store can now post against receivers from Company 01 batch for all their branches.

Menu 13.3.21 - Expense Dist. Register - by Period
Menu 13.3.21 and 14.2.1B shows, by period or range of periods, a listing of purchases for a particular General Ledger account number. The listing will include vendor name, invoice #, period and amount paid.

Menu 14 - General Ledger

Menu 14.1.3 - Journal Entries
As of the U2005.2 release users are no longer allowed to adjust the Source field when entering Journal Entries.

Menu 14.1.4 - Auto Reverse Entries
As of the U2005.2 release users are no longer allowed to adjust the Source field when entering Journal Entries.

Menu 14.1.13 - Journal Entry Listing
Journal entries are consolidated regardless of company so that debits equal credits.

Menu 14.2.1B - Expense Distribution Detail by G/L
Menu 13.3.21 and 14.2.1B will now show, by period or range of periods, a listing of purchases for a particular General Ledger account number. The listing will include vendor name, invoice #, period and amount paid.

Menu 14.2.7 - General Ledger Month End Update
As of the U2005.2 release users are prevented from closing GL periods if journal entries have been created, but not posted using 14.1.13 or 14.1.14.

Menu 14.3.8 - New Financial File Calc & Report
The release of U2005.2 will allow users to see a list of the financial reports available when running Menu 14.3.8 so users can choose which report to run.

Menu 16 - End of Day Processing

Serial Number Fix Program
A fix program has been added which will clear all character serial numbers (example: 0 (zero),. (period), etc.). This fix will speed up the nightly rebuild of the serial number cross-reference file.

Overdue Purchase Order Report (Menu 7.17)
The Overdue Purchase Order Report has been added to the Paperless EOD reports.
It is Report # XX-178 (where XX = the Co#)

This report will print/email ONLY with the Weekend EOD

When manually printing this report from the menu path, you are given the following prompts:

> ENTER COMPANY# (2N) OR FOR ALL :

The report will be run individually for each company number.

> ENTER VEND#(S) OR FOR ALL :

The report will be run for all vendors

> ENTER CUTOFF DATE FOR OVERDUE PURCHASES (MM/DD/YY) :

The cutoff date will be the date the report is printed.
This report is useful to keep an eye on overdue PO's to make sure that none have gotten hung up from the vendor, in UPS etc....

Report Example:

Menu 19 - Inquiries

Menu 19.6 Stock Status

Freight Terms now appear on the Vendor Buying Information Inquiry.
After accessing menu 19.6, type in the product #, then type "V" to access the Vendor Buying Information Inquiry screen. (Vendor Buying information is from Meny 19.14.10)
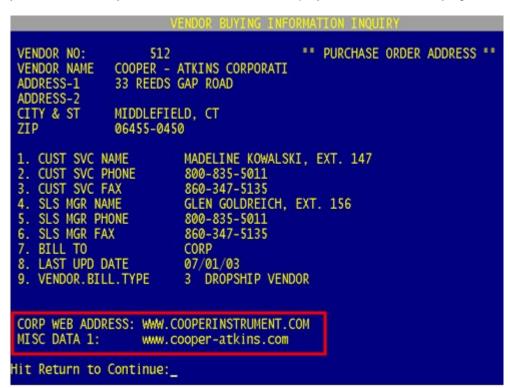
New Dropship Indicator
A "D" now appears next to an order qty to indicate dropship (dropships also now appear in Menu 19.3 and 19.4).

Vendor Web Links
There is now a Vendor Link 'VL' option from stock status. Pull up a part number, type in 'VL' <enter> and the vendor's website will be displayed in your internet browser window.

Corp. is transmitting vendor web links (URLs) and this information is displayed in the Vendor Buying Information Inquiry screen, which also can be accessed from stock status by typing 'V' <enter>.

To override Corp.'s transmitted URL, use Vendor Master Maintenance (Menu 12.4.1.2) field 10 - MISC. DATA 1 and enter your own URL, any overridden URLs are also displayed in the Vendor Buying Information Inquiry screen.

```
                VENDOR BUYING INFORMATION INQUIRY

VENDOR NO:          512              ** PURCHASE ORDER ADDRESS **
VENDOR NAME    COOPER - ATKINS CORPORATI
ADDRESS-1      33 REEDS GAP ROAD
ADDRESS-2
CITY & ST      MIDDLEFIELD, CT
ZIP            06455-0450

1. CUST SVC NAME        MADELINE KOWALSKI, EXT. 147
2. CUST SVC PHONE       800-835-5011
3. CUST SVC FAX         860-347-5135
4. SLS MGR NAME         GLEN GOLDREICH, EXT. 156
5. SLS MGR PHONE        800-835-5011
6. SLS MGR FAX          860-347-5135
7. BILL TO              CORP
8. LAST UPD DATE        07/01/03
9. VENDOR.BILL.TYPE     3  DROPSHIP VENDOR


CORP WEB ADDRESS: WWW.COOPERINSTRUMENT.COM
MISC DATA 1:      www.cooper-atkins.com

Hit Return to Continue:_
```

Menu 20 - Utilities

Record locks occur for various reasons, once a record is locked, it will remain locked until the lock is properly cleared. Breaking out of a locked record will not clear a lock.

Menu 20.2
1. **ENTER OPERATOR INITIALS AAA** -Must have authorization to proceed.
2. **ENTER FILE NAME OR END**: Name of the file which is locked.
3. **ENTER RECORD KEY OR END**: The record key is the specific item within the file that is locked. The record key will display in the lock message.

FILE NAME	RECORD KEY	
CUST.MAST	Internal# (6)	To Unlock CUST.MAST Records
CUST.DET	Co#Internal# (8)	To Unlock CUST.DET Records
PROD.MAST	Internal# (6)	To Unlock PROD.MAST Records
PROD.DET	Co#Internal# (8)	To Unlock PROD.DET Records
VEND.MAST	Vendor# (usually 3)	To Unlock VEND.MAST Records
VEND.DET	Co#Vendor# (5 & Up)	To Unlock VEND.DET Records
ORDER	Co#Order# (8)	To Unlock an Order
RELEASE	Co#Order#Release# (11)	To Unlock a Release
PO	Co#PO# (8)	To Unlock a Purchase Order
VOU.CON	Batch# (6)	To Unlock an AP Batch
PRO.FORMA	Co#Quote# (8)	To Unlock a Quote
PI.TAG	PI Tag #	To Unlock a PI Tag
REC.BC	Receiver #	To Unlock Receivers – *Cannot unlock a receiver if menu 34.2 has been run.*

- **Use menu 28.31 to unlock an AR Batch and Menu 12.6 to unlock a Product Detail record.**

Menu 27 - PO Forecasting

Menu 27.1.26 ROP/EOQ Calc & Impact Report
Currently, this calculation only includes catalog items, a prompt has been added which will allow you to also include non-catalog items. This calculation will take awhile. Click on link for more information on ROP/EOQ
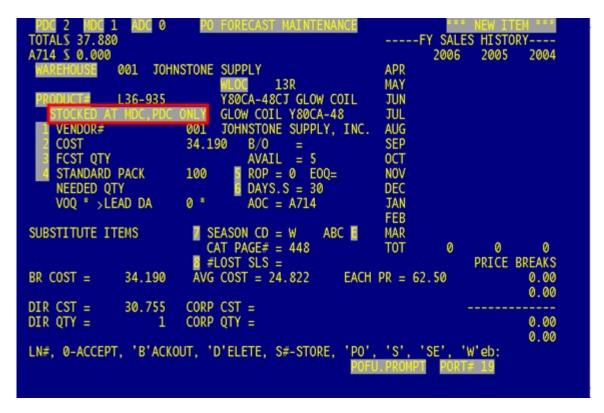
Menu 27.5 PO Forecast Maintenance

Field 5 (ROP) - is now password protected.
Re-order points cannot be changed without authorization. The system will prompt users to "Enter Password to Maintain ROP" The password is set in Menu 12.1.18.

Now displays the "Critical Info' notes
That is transmitted from corp. that have to do with the DC that the item is or is not stocked in. The two messages that will be displayed will be either "NOT STOCKED IN DC'S" or "STOCKED IN MDC, PDC ONLY"
This information will be displayed directly underneath the part number and will be highlighted. As in the example below, outlined in red.

Menu 34 - Bar Coding

Menu 34.11 - Scan Warehouse Locations
Users now have the option to clear and type in a new warehouse location.

Menu 35 – Parameter Menu

Menu 35.6 Parameter File Maintenance
This screen sets the overall system parameters from Order Entry to Purchase Order. Use Menu 35.26 to print a list of parameters.

Sales Files: The sales file fields on Screen 2 are the universal sales file update parameters. Do not set these fields to 'n', otherwise those files will not update.

1. **Allow cross-company posting in A/P and G/L** -Set to 'Y' to allow posting from one company to another, ie: to Company 02 from Company 01.
2. **Sales.4 file used** -Contains monthly sales history for each customer and each product, including costs and sales dollars.
3. **Sales.5 file used** -Set to 'Y' to use "Sales.5" in reports on menu 11.3.3.Salesman Sales Summary, 11.3.4.Salesman - Product Class, and 11.3.5. Slsm-Prod Clss Sprd Report.
4. **Sales.6 file used** -Set to 'Y' to use "Sales.6" in reports on Menu 11.3.6.Sales by Slsm/Cust/ProdCls.
5. **Sales.7 file used** -Set to 'Y' to use "Sales.7" in reports on Menu 11.3.7.Sales Summary Co-Prod Class.
6. **Update serial numbers at po receipts time** -Set to 'Y' to update the serial numbers at time of purchase order receipts.
7. **Processing code to enter purchase order notes** -Input the processing code required to access and enter product notes from the menu. Any processing code may be used; 'PO' is the usual choice to control Purchasing. See menu 12.1.4 for a list of processing codes.
8. **Use DQ editor for credit memo notes (4.1.9)** -Set to 'Y' to use the DQ editor to add or alter for credit memo notes in menu 4.1.9 Credit Manager Inquiry. DST needs to be contacted if this parameter is changed. Several files will need to be converted.
9. **Use DQ editor for telemarketing notes (33.1)** -Set to 'Y' to use the DQ editor to add or alter for telemarketing notes in menu 33.1 Telemarketing Notes. DST needs to be contacted if this parameter is changed. Several files will need to be converted.
10. **Prompt for y*** if posting period does not agree with transaction date** -Set to 'Y' to prompt for 'y***' if posting period does not agree with transaction date.
11. **Fax monthly branch sales to Corp** -Set to 'Y' to automatically transmit the Branch -vs- Non-Branch Totals Report. This report will be faxed to Corp during the month-end close.
12. **Print year-end LIFO report** -Set to 'Y' to create and print the LIFO report during the year-end routine. The LIFO report will not be created when this parameter is set to 'N'o.
13. **Lock out system during day-end/month-end** -Set to 'Y' to allow access only to Menu 19 - Inquiry, during the day-end / month-end routine.
14. **Zero out non-stock items with no sales in 'xxx' days** -Enter the number of days before Non-stock items (NS items or items that have a 'T' in field 27 of product master m-12.3.2.2) with zero on-hand, zero on-order, zero in-pick, have cost(s) and sell price(s) zeroed out. If this field is left blank, no items cost and sell will be zeroed out.
15. **Update serialized inventory flag from Corp price trans** - Set to 'Y' to accept the serialized inventory flag transmitted from Corp. Once the flag is set, it will only update from the current price tranmission. If you would like all catalog items to be updated, set the flag before the full catalog price update during the month-end process, or run menu 32.20.
16. **Update taxable product flag from Corp price trans** - Set to 'Y' to accept the taxable product flag transmitted from Corp. Once the flag is set, it will only update from the current price tranmission. If you would like all catalog items to be updated, set the flag before the full catalog price update during the month-end process, or run menu 32.20.
17. **Update Balance A/R Batches during EOD (Y/N)** - An EOD and EOM Cash Reconciliation report which breaks out the AR money collected by store by batch. Cash with orders is added at the bottom to account for total cash activity. EOD report number is 01-171. EOM report number is 01-127. In order for this to work properly, menu 35.6, screen 2, #17 must be set to Y. The system will close balanced AR batches during EOD, which will generate EOD report 01-173. This is only meant to be a safety net - it is still recommended that users balance AR batches daily before EOD.
18. **Aged by: 1) Month-end 2) Due Dt. 3) Inv. Dt.** - Select whether the system ages based on invoice date, due date or as is (from end of month). This parameter affects the aging buckets in Menu 4.1.9 and aging reports.
    a. Month-end - same aging calculation as before, credits will age against overdue balances.
    b. Due Date – invoices will age based on the number of days past the due date.
    c. Invoice Date – Aging will be based on the number of days since the invoice was run.
       Note: If this parameter is not updated - everything will continue as normal

    You may change the parameter daily to see which method best serves your needs; however, it will need to run through an EOD before you'll see the change in aging.
19. **Don't Set Serial Flag on Store Transfers (7.1A)** - If you do not want a prompt for serial numbers on store transfers on PO Rolldown (7.1A) Set this flag to N. Default is Y.
20. **Menu-4.1.9: 1)<ENTER>=next page 2)<ENTER>=totals** - If option '1' is selected, then hitting enter in Menu 4.1.9 will take the user to the next screen. If option '2' is select (default option), totals will display when enter is selected in Menu 4.1.9.

Menu 35.3 Pricing Parameter Maintenance

1. **Use 'C'lass or 'T'ype in customer discount maint** -Set to 'T', the special discounts in Menu 5.3 Customer Discount, will be based on Type. Set to 'C' the special discounts will be based on Class.
2. **Set each price by warehouse** - If set to 'Y' the 'each' price in Price Maintenance (menu 12.3.2.4) will be different for every warehouse.
3. **Use List Pricing in Order Entry**
4. **List Price Multiplier for Flyer**
5. **Clear 100 Lot on B92,B93,B94,B95,L96,L97,N98** - If set to 'Y' then 100 Lot will be cleared on B92, B93, B94, B95, L96, L97 and N98.

Month End

Sales Tax Jurisdiction Reports

AR adjustments (m4.1.2) or AR write-offs (m4.1.1) will show up on the Composite Sales Tax Jurisdiction report under the applicable Tax Jurisdiction. An additional report will also follow your EOM AR adjustment report which will list adjustments and write-offs that were made that impact Sales Tax. This report will tie out to the line item on the Composite Sales Tax Report.

EOD/EOM Cash Reconciliation Report

An EOD and EOM report which breaks out the AR money collected by store by batch. Cash with orders is added at the bottom to account for total cash activity. EOD report number is 01-171. EOM report number is 01-127. In order for this to work properly, menu 35.6, screen 2, #17 must be set to Y. The system will close balanced AR batches during EOD, which will generate EOD report 01-173. This is only meant to be a safety net - it is still recommended that users balance AR batches daily before EOD.